

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL BUSINESS CENTER
DENVER FEDERAL CENTER, BUILDING 50
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In Reply Refer To:
1170/1400-630
(BC-650) (CO-950)P

October 10, 1996

Instruction Memorandum No. BC-97-004
Instruction Memorandum No. CO-97-003
Instruction Memorandum No. DW-97-4000
Expires: 9/30/98

To: All Employees BC, RS, HR, DW and Colorado State Office

From: Denver Center Directors; State Director, Colorado; and
Chief, Office of IRM/Modernization

Subject: Emergency Situation Procedures (Inclement Weather)

The following procedures apply to the above offices during inclement weather and/or other emergency situations. Employees are encouraged to keep a copy of this memorandum at their workstation and a copy at home for reference during emergency conditions.

Emergency Situations Occurring During Duty Hours

1. The Denver Federal Executive Board (DFEB) Chairperson and/or Vice Chairperson will obtain input from the GSA Building Manager and local authorities to determine if conditions warrant early dismissal.
2. If the decision is to recommend early dismissal, the DFEB Chairperson/Vice Chairperson will immediately record the information on a DFEB "hotline."
3. The Group Administrator for the Denver Center Support Services Group or the Director, Colorado State Office (or actings) will call the DFEB hotline for the recommended course of action.
4. If a decision is made by the Directors/Chief Office of IRM to dismiss all employees, dismissal time will be announced by management. As necessary, agency release times will be staggered in order to minimize traffic disruption.

Emergency Situations Occurring During Off-Duty Hours

1. The DFEB Chairperson and/or Vice Chairperson will determine that an emergency situation exists which warrants consideration of late reporting or nonreporting of personnel to federal offices and installations. Input from local authorities will be obtained prior to making a determination. Every effort will be made to make a decision and record the information on the DFEB "hotline" by 5:30 a.m. of the workday in question.

2. Upon DFEB recommendation to have delayed reporting/closure of federal offices and installations, the following television and radio stations will be notified with appropriate reporting or closure information. **These are the only sources of information that DFEB will use. Information broadcasts on other stations are not considered official.**

Radio Station
KOA AM 850

Television Station
Channel 4

3. Employees are to tune into the above stations for reporting/closure information. Possible DFEB recommendations are as follows: (Note: The key words to listen for are "Federal Executive Board.")

a. "Federal Executive Board is closed." (All BLM employees are to interpret this as meaning all BLM locations are closed for the entire day.)

b. "Federal Executive Board recommends delayed reporting up to () hours (hours to be determined based on conditions). All BLM employees are to interpret this as meaning all BLM locations are open, but reporting time will be delayed by the number of hours announced by the Federal Executive Board.

Note: In severe situations, BLM management may override the DFEB recommendations. In this case, an internal calling system will be used to inform all employees of the BLM decision to close. Each Center/Office of IRM Modernization and the State Office will be responsible for developing its own telephone cascade list. Supervisors may also want to record the delayed reporting or closure information as a message on their voice mail at work for employees to call.

This plan is not applicable to certain operations or essential employees who must continue on the job regardless of any delayed reporting/closure plans. BLM essential employees will be notified by their individual supervisors about their reporting requirements.

Leave Policy

If the Denver Federal Center and/or the Colorado State Office are not closed but poor driving conditions cause employees to be late for work, supervisors are authorized to approve administrative leave for short periods (up to 1 hour) at their discretion, according to the severity of the circumstances. Administrative leave for emergency situations over 1 hour can only be granted after the Center/State Directors and Chief, Modernization Office have determined, that, on an office wide basis, more than 1 hour of administrative leave is appropriate. Such leave should be properly entered on the time and attendance reports as administrative leave. In the case that a delayed reporting is recommended by the DFEB or the Directors, the 1 hour of supervisory granted administrative leave is not allowable. Employees who report to work after the specified time will be charged with annual leave or leave without pay (LWOP), or Absence Without Official Leave (AWOL), as appropriate.

Questions are often asked about employees absent on approved prescheduled leave (annual or sick) on days offices are closed because of an emergency situation. The effect on such employees depends on whether the office closed prior to the start of the workday or during work hours. When an office is closed before the workday begins, there is no official workday and employees are given administrative leave. This includes employees who had annual or sick leave approved in advance. When an office is closed during work hours and employees are dismissed early, administrative leave will not be granted to employees already in leave status. Such employees are charged the appropriate leave for the full day.

Alternate Work Schedule Impacts

Employees on alternate work schedules will be affected in the following ways in situations of office closure caused by emergency conditions: When offices are closed prior to the start of the workday, the maximum number of hours an employee on a flexible work schedule can record as administrative leave is 8. (Flexible work schedules include maxiflex, alternate workday, and alternate workweek.) Fewer than 8 hours work will be recorded by such employees when the employee needs less than 8 to reach 80 hours for the pay period.

Employees on compressed work schedules (5/4/9 or 4-10s) record the number of hours they were scheduled to work that day as administrative leave. If the scheduled lieu day occurs when administrative leave is granted, the employee will not be given administrative leave.

When offices are closed during the workday, employees on flexible work schedules record the difference in the number of hours worked from 8 hours as administrative leave (however, they would record less hours if they needed the smaller number to reach 80 hours for the pay period). Employees on compressed work schedules record the difference in the number of hours worked and number of hours they were scheduled to work that day as administrative leave.

Individual Preparation

Employees are encouraged to plan ahead for their other obligations and inform their supervisors of potential problems. For example, if school or senior citizen center closure will necessitate your absence on snow days, inform your supervisor now. Informed planning, on an individual and organizational basis, is the best way to mitigate the impacts of any emergency situation that may occur.

Questions concerning the emergency situations should be directed to Bob Pinkney, GA Support Services Group (BC-650) at 236-9462, or Greg Lancaster, Business Practices (CO-951) at 239-3933. For questions concerning leave policy, please contact Phyllis O'Neill, NHRMC (HR-220) at 236-6505, or LouAnn DeVargas Organizational Resources (CO-953) at 239-3938.

/s/ Robert Abbey (Acting)
Colorado State Director

/s/ Robert E. Leopold (Acting)
Chief, Office of IRM/
Modernization

/s/ Lee Barkow
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